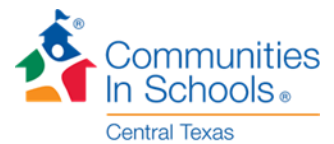


Communities In Schools of Central Texas

Position Description

RHT AmeriCorps Early Childhood Classroom Assistant
Service Year 2024-2025



Communities In Schools of Central Texas (CISCT) surrounds students with a community of support, empowering them to stay in school and achieve in life. A national, 40+ year dropout prevention program, Communities In Schools uses an integrated student support model to provide services to students and support success. This 3-tiered approach aims to meet students where they are and provide multiple levels of engagement through school wide services (Tier 1), group targeted programs (Tier 2), and individualized support (Tier 3).

The CISCT AmeriCorps program places AmeriCorps Mentors on elementary and middle school campuses across Central Texas as well as at the [ASPIRE Family Literacy program](#) located on the campus of Travis Early College High School in South Austin. The ASPIRE program is a two-generation model providing comprehensive literacy services for the entire family.

CISCT AmeriCorps is seeking Early Childhood Classroom Assistants (ECCAs) to serve in the ASPIRE toddler and preschool classrooms to provide support to our Early Childhood Instructors and to promote growth and development of children ages 0-3 in a safe and nurturing environment. AmeriCorps ECCAs will gain hands-on, practical experience working in an early childhood classroom environment while engaging with children, families, and CISCT ASPIRE staff.

Communities In Schools of Central Texas is an equal opportunity national service program. All applicants are considered without discrimination based on race, color, age, religion, national origin, veteran status, sexual orientation, disability, or gender identity.

Early Childhood Classroom Assistant Essential Functions

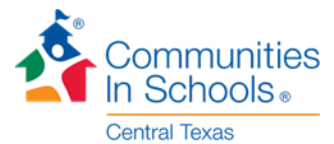
Even with little or no prior experience, the AmeriCorps member will be supported to master the following functions.

1. Support the Early Childhood Instructor in daily activities in one of three early childhood education classes for infants, toddlers, or preschoolers, as assigned. This includes:
 - a. Participating in and modeling appropriate behavior during key activities (circle time, outside play, exploration stations, and essential care activities such as washing hands, toilet activities, and personal care).
 - b. Assisting with child supervision and behavior management during transitions between activities.
 - c. Model and support consistency in classroom activities, schedules, and routines to ensure daily activities are aligned with standards for physical activity, child-directed play, outdoor time, and rest.
2. Assist in tracking development and attainment of early childhood developmental milestones through classroom observations.
3. Create & maintain supporting documentation around observed behaviors and activities for inclusion in individual child portfolios of milestone development and attainment of educational goals such as language development, social/emotional skills, physical development, cognitive development, math, dramatic play and social studies. Support a variety of creative, intercultural, inclusive, differentiated, research-based instructional strategies that ensure students are actively engaged in meaningful learning experiences.
 - a. Implement activities to specifically support [milestone development](#) in Social-Emotional and Language domains and in alignment with the weekly lesson plan.
 - b. Collaborate with the Early Childhood Instructor to support and/or lead activities in alignment with the Creative Curriculum®, weekly lesson plans, and Member skills and interests.
4. Ensure the safety of children through constant supervision.
5. Follow all CISCT AmeriCorps policies and procedures including documenting service hours, attending orientation and applicable ongoing training throughout the service year, and complete Life After AmeriCorps training and activities. Attend ECCA-specific training through ASPIRE.

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6. Participate in ASPIRE two-generation team approach to service delivery with a focus on parental involvement, parent/teacher rapport and high levels of communication with families.
7. Serve a total of 675 AmeriCorps service hours over the 9-month service term. Members must meet monthly benchmarks and serve an average of 20 hours per week.
8. Serve as a productive member of the CISCT AmeriCorps team at the ASPIRE program site. Meet with the ASPIRE Family Education Coordinator at least once per week for supervision and project support. Demonstrate a positive demeanor and commitment to service.
9. Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs and report these signs immediately to the Family Education Coordinator.
10. Maintain a high level of confidentiality on private and personal matters that are unique to children and their families while maintaining appropriate and professional boundaries with families.

The responsibilities above are essential position functions and are subject to reasonable accommodations

Non-Essential Functions

Individuals may be required to perform other position-related duties and/or follow additional instructions or directives within the scope of their normal service activities as requested by their site supervisor and/or AmeriCorps program staff; in alignment with the grant compliance and not unallowable or prohibited activities.

Functions deemed essential and non-essential subject to reasonable accommodations

Service Position Requirements

CISCT AmeriCorps Program Requirements:

1. Have a passion for working with young children and families and a desire to gain experience working with a two-generation model. No prior experience is required.
2. Be able to build healthy and appropriate relationships with diverse individuals including students, families, campus staff and CISCT staff, including setting boundaries and maintaining confidentiality.
3. Take initiative and be proactive in daily service activities. Maintain a level of professionalism consistent with campus, programs, and CISCT program expectations.
4. Be comfortable using technology systems to complete work including student documentation and program requirements.
5. Demonstrate effective communication skills, flexibility, and willingness to be a supportive team member in a diverse service environment.
6. Have a personal commitment to educational equity and removing systemic barriers that hinder student success. Take an asset-based approach to student services and family engagement.

National Service Eligibility:

1. Be 18 years or older at the start of the term of service.
2. Be a U.S. citizen, U.S. national, or lawful permanent resident of the United States.
3. Have a high school diploma, GED, or equivalent.
4. Consent to a four-part background check including National Sex Offender search, State of Residence and State of Service checks, and fingerprint checks.
5. Commit to service as an AmeriCorps member for the duration of the service term and to successfully completing all service requirements.

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AmeriCorps Disaster Requirements:

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the members' standard service hours or in place of their standard service duties. In the event of a large-scale, high-needs local, state, or federal disaster, AmeriCorps members may voluntarily or by requirement by OneStar be deployed to an area outside of their service area to assist in disaster response and recovery activities.

Service Conditions

AmeriCorps Early Childhood Teaching Assistants serve at the CISCT ASPIRE Family Literacy Program site located at 1211 E Oltorf Street, Austin, TX 78704. Service conditions are similar to what childcare and preschool staff experience including sitting, standing, walking, and lifting up to 25 pounds. Members are required to wear the AmeriCorps logo at all times in service.

Equipment used may include computers, laminators, copiers, die-cuts, and other teaching-related equipment typically found in school settings. Mentors will be issued a CISCT Windows-based laptop at the start of their term of service and will be provided with the technology systems and access to training needed to be successful in their service term.

Professional Relationships

Members are expected to serve productively and effectively with other CISCT AmeriCorps members, CISCT staff, client families and school staff. By serving in a school-based environment, all CISCT AmeriCorps members have recurring access to vulnerable populations. School environments are both structured and flexible, and members must be able to adapt to school schedules as needed.